RD&E STAFF
May 12, 2000
(DRAFT)

	OPPORTUNITY CATEGORY	DECISIONS AND ACTIONS	STATUS / ISSUES / COMPLETION DATES	NEXT RD&E REVIEW DATE	RESPONSIBLE PERSON(S)
1	Competitiveness	International Marketing Projects Systems	*Presentation made. To increase global awareness of, buy in for, and reduce time to implement WW initiatives, M. Chemla will assemble a proposal for the August Regional Presidents Meeting suggesting review of WW initiatives at every other Regional Presidents meeting.*	*DONE*	U. Nyffeler
2	Competitiveness	Project Review - Banded Paper	*Project review conducted in the following areas. 1) Process & Product Development - Will explore patenting of new band spacing with Legal. 2) NDE Technology & Methods – Will contact Exponent ASAP regarding fire lab services. Will begin dialogue with NY State authorities, CPSC and NIST as soon as appropriate. 3) Banded Paper Commercialization – In one scenario, notice to proceed will occur if NY State legislation is enacted (may be 6/1/00). Project team released to begin discussions with SWM and Simons on national launch and constructability review. Project team to give J. Nelson schedule / cash flow plan for review with ST next week. At notice to proceed, will begin looking at producing banded papers at SWM mill in France. Will plan to insure we have enough safety stock for Merit to support national launch through any contingency.*	*DONE*	U. Nyffeler
	Competitiveness	Project Review - Banded Paper (continued)	*4) Infrastructure & Design Control – Proposed Design Control organization reviewed and approved with following exceptions: J. Nelson and N. Lund proposed as Executive Sponsors. S. Levan proposed as Marketing Program Sponsor. Project Sponsors for Manufacturing to be D. Weber and M. Gordon. Will develop strategy for licensing banded paper to competitors ASAP. Will review this project every staff meeting starting 6/9/00.*	*DONE*	U. Nyffeler
3	Compliance	Update on World Wide Product Specification Database	*Recommendation proposing creation of a WW Specification Database approved. Recommended and approved N. Gautam to be Project Leader.*	*DONE*	U. Nyffeler

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RD&E STAFF
May 12, 2000
(DRAFT)

4	Cost	I. S. Projects Supporting RD&E	*Presentation made. R. Lipps to provide project list with timelines to RD&E staff members for review.*	*DONE*	H. Burnley
5	**Compliance**	**SCRP Resource Allocation & Issues**	**Resource allocation and issues discussed. Project teams to review assumptions, then finalize resource requirements and schedule estimates for 5/19/00 SCRP B-Team meeting. Project teams to refine assumptions on what models will be submitted to PI for 5/19/00 SCRP B-Team meeting.**	**5/19/00**	**U. Nyffeler**
6	**Compliance**	**Silica Gel & APS PI Testing**	**G. Patskan to give update.**	**5/19/00**	**R. Solana**
7	**Compliance**	**TSNA Reduction in RL**	**T. Holland to make presentation. Time: 30 min.**	**5/19/00**	**G. Cummings**
8	**Compliance**	**Update on SCRP Development and Schedule**	**SCRP project team to give updates.**	**5/19/00**	**U. Nyffeler & H. Alonso**
9	**Competitiveness**	**RD&E Forum**	**J. Nelson to lead discussion. Time: 20 min.**	***5/19/00***	**J. Nelson**
10	Competitiveness	Competitive Intelligence	L. Nardell to make presentation. Time: 1 hr.	6/9/00	H. Burnley
11	*Competitiveness*	*Project Review - Banded Paper*	*Project Team to make presentation. Time: 1 hr.*	*6/9/00*	*U. Nyffeler*
12	Compliance	Flavor Ingredient Reduction Plan	PI test plan and Minimum Ingredient Program reviewed. Will attempt to prioritize testing so ingredients which may be dropped are tested last. Will develop a 5 Year Plan of ingredients to be tested showing tests on a year by year basis and review at 5/11/00 RD&E staff meeting. G. Cummings to investigate injection of menthol in cigarette rod at maker.	6/9/00	U. Nyffeler & R. Solana
13	Compliance	Improving Cycle Time at Inbifo	TBD	6/9/00	R. Solana & R. Cox
14	Compliance	Safety Plan for 2000	L. Guinn to conduct quarterly update. Time: 20 min.	6/9/00	R. Cox
15	Compliance	SRRC Long Range Planning	Time: 2 hrs.	6/9/00	R. Solana
16	Compliance	TSNA Reduction in RL	T. Holland to make presentation. Time: 30 min.	6/9/00	G. Cummings
17	Cost	Project Review on Shredded Recon	W. Jones to give quarterly update.	6/9/00	G. Cummings

PM3001336944

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RD&E STAFF
May 12, 2000
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18	Organizational Capability	Technical Ladder Advancement Planning	Technical ladder advancement planning process reviewed. Staff VP's will prepare proposed advancement plans for technical ladder HiPos for review at the 6/9/00 RD&E Staff meeting. R. Cox's organization to pilot the advancement planning confirmation process for salaried employees below Grade 12.	6/9/00	R. Driver
19	*Competitiveness*	*Project Review - Banded Paper*	*Project Team to make presentation. Time: 1 hr.*	*6/19/00*	*U. Nyffeler*
20	Compliance	Update on SCRP Development and Schedule	SCRP project team to give updates.	6/19/00	U. Nyffeler & H. Alonso
21	Competitiveness	Patent Maintenance Fees	Maintenance fees for September, October, November & December to be reviewed. Time. 20 min.	7/7/00	K. Osborne
22	*Competitiveness*	*Project Review - Banded Paper*	*Project Team to make presentation. Time: 1 hr.*	*7/7/00*	*U. Nyffeler*
23	*Compliance*	*TSNA Reduction in RL*	*T. Holland to make presentation. Time: 30 min.*	*7/7/00*	*G. Cummings*
24	*Competitiveness*	*Project Review - Banded Paper*	*Project Team to make presentation. Time: 1 hr.*	*7/21/00*	*U. Nyffeler*
25	*Compliance*	*Update on SCRP Development and Schedule*	*SCRP project team to give updates.*	*7/21/00*	*U. Nyffeler & H. Alonso*

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